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**SUBJ: AIRWAY FACILITIES GOALS AND OBJECTIVES PROGRAM**

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1. PURPOSE. This order establishes requirements, responsibilities, and reporting procedures which constitute the management information system for the Airway Facilities (AF) Goals and Objectives Program.
2. DISTRIBUTION. This order is distributed to the branch level in the Office of the Associate Administrator for Airway Facilities, **Systems** Maintenance Service, and **NAS** Transition and Implementation Service in Washington headquarters, to branch level in regional Airway Facilities divisions, and to Airway Facilities sectors, sector field offices, and sector field office units with a limited distribution.
3. BACKGROUND. Identification and accomplishment of goals and objectives are vital to all levels of Airway Facilities (AF) management. A standard method of measuring program accomplishments and collection of these data is required. This order provides for these requirements and establishes a single source for collection of program accomplishment data for all AF managers.
4. DEFINITION OF TERMS.
  - a. Objectives. Specific statements which define the task to be accomplished and the measure for acceptable performance to satisfy the objective.
  - b. Goals. Broad statements which define the planned, long-term aims or endeavors of the AF organization.
  - c. Management Information System (MIS). The AF Goals and Objectives MIS is used to collect data and generate reports for analysis of goal accomplishment and to aid in detecting significant patterns and trends in these accomplishments. The MIS provides for timely and standardized tracking of program objectives on a quarterly basis.
5. REPORTS. The AF Goals and Objectives Program, **RIS: 1880-1**, Airway **Facilities** Goals and Objectives, imposes a multi-year reporting requirement. The Associate Administrator for Airway Facilities, **AAF-1**, in conjunction with the Director, **Systems** Maintenance Service, **ASM-1**, and regional AF division managers shall formulate yearly goals and objectives by August 1 each year. Goals and objectives will be distributed annually by **AAF-1** to regional AF divisions no later than September 15.

6 SCHEDULE AND RESPONSIBILITIES. The responsibilities of each office are described below:

a. Regional Responsibilities. Within 45 calendar days following the close of each fiscal quarter, regional AF divisions shall submit all goal accomplishment data. Data shall be transmitted electronically to the Systems Maintenance Service, Performance Analysis Branch, ASM-110.

b. Headquarters Responsibilities. All regional and Washington headquarters data shall be consolidated into management summaries by ASM-110 to support the program review process.

  
for Arnold Aquilano  
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for Airway Facilities